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To: County and District Superintendents
CBEDS Coordinators
CSIS Coordinators
CSIS Fiscal Agents

From: Karl Scheff, Manager 
Educational Demographics Office

Subject: Changes to October 2003 California Basic Educational Data System (CBEDS)
Reporting Requirements

This memorandum is to update you on significant reporting changes on the upcoming October 2003 CBEDS collection. These changes include new guidelines for reporting dropouts, the collection of an unduplicated enrollment count for alternative education, new elements to populate for Professional Assignment Information Form (PAIF) assignments, and the collection of additional information to meet the requirements of No Child Left Behind. We are notifying you of these modifications and additional requirements now so that your county or district will be ready to report these data by CBEDS Information Day, which is set for Wednesday, October 1, 2003.

CSIS Participating Local Education Agencies (LEA)

As your LEA is participating in the California School Information Services (CSIS) Program, the changes described below will already have been communicated to you by the CSIS office, your fiscal agent or by direct participation in the 4.0 and 4.1 CSIS Change Review Process (CRP). The changes to the data collected on the CBEDS forms described below had corresponding impact on the 4.0 and 4.1 CSIS Data Dictionary and File formats (see <http://www.csis.k12.ca.us/library/reporting-requirements/> for these documents and a summary of Data Dictionary changes between 3.1 and 4.1). These changes were summarized at the November 7, 2002 CSIS Advisory Group meeting and in the *CSIS Change Review Process 4.1 Final Recommendations* which was published on the CSIS Internet site on November 14, 2002 (<http://www.csis.k12.ca.us/library/cag-documents/021107/CAG-CRP-Final-Recommendations-v4-1.doc>).

The change in the Alternative Education section does not impact data population for CSIS districts as it represents an additional aggregate to the present aggregation rules that includes a non-duplicated count of Alternative Education Program counts.

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The methodology for reporting certificated staff data corresponding to the PAIF has changed significantly under Data Dictionary version 4.1. For example, Total Years of Educational Service and Years in This District will now be collected at the aggregate level, and Percent in Assignment will reflect Full Time/Part Time status.

Additionally, two new data elements were added to improve the mapping of the data to a specific class (Class Room and Class Period). The locally assigned staff ID was also added to the INST MS SC record (a new record to be collected for Fall Submission). All of the changes to certificated staff data are documented in the materials referenced above. These changes will significantly impact data population for Fall Submission.

Dropouts

This year, the California Department of Education (CDE) adopted the dropout definition used by the National Center for Education Statistics (NCES). This change in dropout reporting will apply to the 2002-03 dropout data that counties/districts will report on the October 2003 CBEDS. Information about this decision was included in an August 2, 2002 letter mailed to district superintendents and CBEDS coordinators from Susan Lange titled, "Dropout Definition Unchanged for CBEDS October 2002, Dropout Definition to be Modified for CBEDS October 2003." This letter is available on our Internet site at:

<<http://www.cde.ca.gov/demographics/coord/dropoutdef2.pdf>>.

Detailed dropout reporting instructions, including exclusionary conditions, examples, additional guidelines, and a dropout "checklist" are available on the Educational Demographics website at: <<http://www.cde.ca.gov/demographics/dropchanges03.htm>>.

Alternative Education

On the School Information Form (SIF), Alternative Education, Section G, each school will be asked to report the total unduplicated count of alternative education enrollment for the school. A student participating in any of the seven programs listed on the form would only be counted once on this total line.

No Child Left Behind Requirements

Due to the No Child Left Behind (NCLB) Act, the October 2003 CBEDS will collect dropout and graduate information on the following groups of students: ***migrant, economically disadvantaged, English Learner, and special education***. The 2003 CBEDS School Information Form will include a new section to collect information on the number of graduates and the number of dropouts for each of grades 9, 10, 11, and 12 for these four sub-groups. The ***economically disadvantaged*** subgroup will be based upon National School Lunch Program

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(NSLP) eligibility. This count represents students eligible for the NSLP, not necessarily those participating.

Please refer to the December 17, 2002 letter, "Joint Education/Agriculture Letter About the Use of Student Information Collected Pursuant to the National School Lunch Program," for information about the release of aggregate NSLP data at:

<<http://www.ed.gov/offices/OESE/SASA/letter121702.html>>. Also refer to the February 20, 2003 letter titled, "Joint US Department of Education and Department of Agriculture Letter Providing Guidance on Implementation of the New Requirements of Title I by Schools that Operate School Lunch Programs," for specific information about how to report "Provision 2" and "Provision 3" NSLP data for schools at:

<<http://www.ed.gov/offices/OESE/SASA/22003.html>>.

Please monitor *<<http://www.cde.ca.gov/demographics/>>* for updates on these and other CBEDS-related issues. The October 2003 SIF will be posted on this site.

For questions about the CBEDS data collection process please contact CDE, Educational Demographics Office, at (916) 327-0219. For questions about the CSIS process please contact the CSIS office at (916) 325-0860.